



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL ASSISTANCE OFFICE  
OPERATOR CERTIFICATION UNIT  
**REQUEST FOR TRAINING COURSE APPROVAL**

Please complete one (1) form **per training session and location**. This form must be mailed/faxed to this office at least 30 days prior to the date of the proposed training to receive approval. Send it to the address below or fax to (573) 751-0678. If you have any questions, contact the Operator Certification and Training Unit at (573) 751-1600 or 1-800-361-4827 or at Department of Natural Resources, OAC/EAO, P.O. Box 176, Jefferson City, MO 65102.

**PART 1 (PLEASE PRINT): CONTACT PERSON INFORMATION**

SPONSORING ORGANIZATION

CONTACT

ADDRESS

CITY

ZIP CODE

**LIST the telephone number that is to be published for ENROLLMENT or additional information: (e-mail and fax will be published if provided.)**

TELEPHONE  
(       )

FAX  
(       )

E-MAIL

**PART 2: COURSE INFORMATION**

(CHECK ONE)

☐ TRAINING IS **OPEN** TO ALL OPERATORS.      ☐ TRAINING IS FOR **IN-HOUSE** PERSONNEL ONLY.

COURSE TITLE

LOCATION OF TRAINING      CITY

COUNTY

ZIP CODE

DATE(S) COURSE WILL BE HELD AT THIS LOCATION

TOTAL DAYS

TRAINERS NAMES

**COURSE OUTLINES**

A Course Outline is now **required** for each course submitted for approval. Please submit a course outline showing the topic(s) to be presented and the time allotted for each topic, including beginning and ending times. All breaks and meal times must be noted.

If the course has been approved previously **and there are no changes** in the content, time allotted, instructors, or materials, you do not need to completed Part 3.

MOST RECENT COURSE NUMBER

**PART 3: BACKGROUND MATERIALS**

ATTACH THE FOLLOWING ITEMS AND CHECK THAT EACH IS ATTACHED.

- ☐ The names of **all instructors** and each instructor's qualifications including any certification in Drinking Water Treatment, Distribution, Wastewater or Concentrated Animal Feeding Operations.
- ☐ **Copy of all handouts**. If not available before the training, they must be submitted with the returning course roster.
- ☐ List of all **audiovisual materials** to be used such as videotapes, slides, slide/tape presentations, films, and overheads.

**PART 4: VOUCHERS – DRINKING WATER TREATMENT & DRINKING WATER DISTRIBUTION TRAINING ONLY**

Water systems will receive vouchers by September 2004. Only courses held after vouchers are issued are eligible to accept vouchers.

DO YOU WISH TO ACCEPT VOUCHERS AS PAYMENT FOR THIS COURSE?

☐ YES    ☐ NO

COST OF THE COURSE

Not all courses will be eligible to accept vouchers. You will receive notification of this course's eligibility to accept vouchers with your course roster. If this course is eligible to accept vouchers, additional information about vouchers will also be included with the course roster. If there are any questions, contact the Operator Certification Unit.